Meeting Notes

AGENDA
CBS Bureau Communications/Scheduling Monthly Meeting

7/132005
10:00 to 12:00 PM

Type of meeting: Monthly Bureau Meeting

Facilitator: Patricia Jackson

Potential Attendees: Scheduling/Communication Committee Members

Agenda Topics – Meeting will focus on topics in bold text

1. CBS Master Communication/Scheduling Plan

   a. Draft CBS Master Scheduling Plan (Attachment 1.a)
      i. 2005 Initiatives
      ii. Continuing Projects
      iii. CCR/CSTARS Deployment Plan – Bureau Plan Attachment 1.a.iii
      iv. Bureau Maintenance/Project Implementation Schedule (Bureaus should discuss/provide Implementation Plans)

   b. Bureau Production Version
      i. Agreement on CSC supporting Version
      ii. Bureaus Production versions status: yellow/red

2. AR Status and Process

   A. CSC Status of ARs, Maintenance, Major Projects

   a. Status of Projects (Attachment 2.A.a)
   b. Processing Status of Current Level 1 ARs (Attachment 2.A.b)
   c. Number of ARs Delivered in June(Attachment 2.A.c)
   d. August Standard Maintenance
   e. Potential Projects List for 2006

   B. CSC Standard Maintenance Process (Level 2 ARs)

   a. Each Bureau report on effort to close old ARs that are no longer a problem
   b. Implementation of approach for closing ARs over 2 years old that are not "recertified" by the Bureaus

   C. CSC Level 1 AR Process

   a. Implementation of Level 1 AR Request form

   D. TAC Process

   General Discussion if needed

3. Bureau Status

   Major Initiatives, User Feed-back, Concerns, Plans

4. Issues Previously Raised by Bureaus	General Discussion if needed	
5. General Discussion	General Discussion	

RECENT AND UPCOMING EVENTS:	**Date**	**Event**
	7/13/2005	Mass Reclassification - JAD Session
	7/14/2005	Monthly CBS Manager's Meeting
	7/14/2005	Monthly DBA Focus Group Meeting
	7/14/2005	On Top Adjustments Kick Off Meeting
	7/20/2005	CBS Executive Board Meeting
		There will not be an August CBS Communication and Scheduling Committee Meeting
	8/23-25/2005	DoC Finance Conference
Notes:		ClearCase has been installed for those users responsible for checking in and out the code. SCM has successfully deployed the new ClearCase for Windows application, and the programmers are now using it to perform check-outs and check-ins of source code.
		This is an advanced notification of planned upgrade to Oracle RDBMS version 9.2.0.5. The CBS Support Center will be upgrading the Oracle RDBMS to version 9.2.0.5 for all supported software. The cutover to version 9.2.0.5 will be effective 8/15/2005, beginning with the August Standard Maintenance delivery.
		Is anyone using AP Productivity?
New Action Items:		Communication between DBA and Functional Staff

Current Action Items		
Description	**Responsibility**	**Target Date**
Action Items from Nov 9 meeting		
1. Evaluate AR form and provide recommendations for improvement.	Bureaus	Discussed on 4/21, Discussed with CBS Program Managers on 4/28–Comments due 5/12
2. Organize subcommittee for level 2 AR's	Bureaus/CSC	TBD
3. Communication Plan	CSC/Bureaus	TBD
4. CBS Master Scheduling Plan	CSC/Bureaus	TBD, Draft has been developed
Action Items from Dec 8 meeting		
5. Related to the Sub-committee approach being evaluated to discuss the maintenance delivery, the CSC will provide track/maintain and provide explanations as to why certain priority ARs do not make the maintenance delivery. In addition the CSC will copy Committee members on AR issues sent to the AR contacts.	CSC	E-mail Copy – Will be implemented immediately. Track/maintain and provide explanations - TBD
Action Items from May 11th meeting		
Question – In order to implement the Web Migration effort would the Bureaus have to have Oracle	CSC	Per Lillian Yeh tbe answer is yes, Oracle Version 10G must be installed to migrate to the

Version 10G installed?		web version being considered at the CSC.